

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny skies, rolling sagebrush hills, and vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafés, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The County seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento. County offices are also located in the incorporated Town of Mammoth Lakes, the most populated community, where fine schools, shopping, dining and world-class recreation are also found.

Other communities include Topaz, Coleville and Walker in the north county; Mono City, Lee Vining and June Lake in the central county; Crowley Lake, Swall Meadows and Paradise in the south county; and Benton, Hammil and Chalfant in the east county.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth and June mountains, hike and fish the Sierra, enjoy working where you vacation. An outstanding opportunity exists in the beautiful Eastern Sierra.

TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov

www.monocounty.ca.gov

Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

COMMUNITY DEVELOPMENT INTERN

Final Filing Date: 10/16/2015

SALARY: \$14.45 per hour

Location: Mammoth Lakes, CA

Equal Employment Opportunity Employer

RESPONSIBILITIES

Under supervision, provide a variety of planning, community development, building, compliance, administrative and technical support assistance to the Community Development Department (CDD) and affiliated commissions/committees. Interns are enrolled in or have graduated from an accredited college or university, with class work in community development-related fields, including planning, engineering, architecture, social policy, public administration, industrial technology, surveying, landscape architecture, design, computer technology and environmental studies. Interns provide assistance to CDD staff in a variety of support roles, including data gathering, research, report writing, document preparation, environmental assessments, planning surveys, statistical analysis, data entry, website design, mapping, graphics preparation, and community outreach.

Distinguishing Characteristics: This position is a temporary, part-time, un-benefited Community Development Intern position with limited funding based on budget restrictions, not to exceed 1,000 hours per year.

Examples of Duties:

- Data gathering and/or input, research, analysis and report writing; assemble a variety of documents and materials for staff and the public.
- Advanced document preparation, website design, graphics, layouts, on-line formatting and posting.
- Conduct internet searches and file retrieval.
- Attend occasional night meetings for commissions/committees, which may entail evening travel.
- Navigate internal computer network and permit software, operate copier, postage machine and phone system.
- Assist in planning and building permit research, permit processing and report preparation.
- Assist with field assessments and compliance matters.
- Follow written and/or oral instructions.
- Work in a team environment.
- Prepare maps and graphics; use GIS.

- Assist with community surveys, site inspections and inventories.
- Represent the CDD in a professional manner to the public, other departments, agencies and government officials. Provide occasional assistance at the public service counter.

QUALIFICATIONS

Knowledge of:

- Professional phone and reception etiquette.
- Microsoft Word, Excel, Outlook, Windows Explorer, Internet and webpage software; web technology and platform; and GIS (preferred).
- Database management and communication.
- Operation of phone and office equipment.
- Excellent oral and written communication; correct English usage, spelling, grammar, punctuation.
- Organizational skills & basic mathematics.
- Research methods.
- Problem-solving and decision-making techniques.
- Exceptional customer service and public relations.

Ability & Willingness to:

- Take direction but be self-motivated on assigned tasks and projects.
- Maintain a variety of statistical or other specialized records, post and update information to keep records current.
- Update, maintain and assist in development of website and database.
- Research data: gather, organize, & summarize data and information; organize filing & archiving of documents.
- Read, interpret, and apply a variety of rules, regulations, and policies related to functions and services of the assigned area.
- Advise supervisor of any issues to ensure excellent customer service and orderly, efficient operations.
- Multi-task and work well under pressure while maintaining focus and attention to detail.
- Verbally express ideas, concepts and directions clearly and concisely; professional phone and reception etiquette.

JOB DETAILS

Location:

Primarily Mammoth Lakes, but may work occasionally in Bridgeport and travel throughout the county.

Training and Experience:

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. The ideal candidate will be a self-starter, possess a good functional knowledge of Microsoft-based products, webpage software and be highly organized with excellent customer service ethic and strong written and oral communication skills.

Special Requirements:

Possession of a driver's license valid in California.

May work other than a normal 8:00 a.m. to 5:00 p.m. shift.

THE EXAM PROCESS

The exam process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral interview with County management staff.

For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flier, job application by accessing Human Resources Employment Opportunities website:
www.monocounty.ca.gov